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ABSTRACT

This report provides vocational teachers with readability information for selected vocational texts. Selected texts are categorized and appear in charts according to 21 vocational programs: accounting, air conditioning and refrigeration, automotive shop (automotive body and fender repair, automotive mechanics), aviation shop, business, carpentry, cosmetology, data processor-computer operator, design-drafting-engineering, electronics, farm management--mechanics and production, fashion design, food science, graphic arts, health care (practical nursing--dental assistant, medical assistant), heating and plumbing, machine shop (machinists, metallurgy, tools), secretarial science--stenographer and related occupations, sheet metal, typing and related occupations, and welding. The mean reading level (in terms of grade level), of each text are given based upon these readability formulas: Flesch, Forecast, Dale-Chall, Fry, and Raygor. Other information provided for each includes title, author, year, publisher, and source of information. (YLB)

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TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

TECHNICAL REPORT

Readability Analyses of Selected Vocational Texts

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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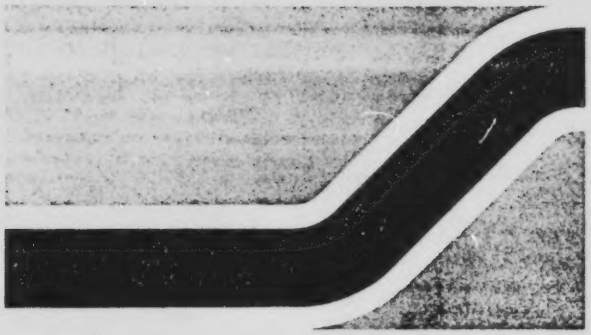

TEACHING BASIC SKILLS THROUGH VOCATIONAL EDUCATION

READABILITY ANALYSES

OF

SELECTED

VOCATIONAL EDUCATION

TEXTS

Cornell Institute for Occupational Education

Ithaca, New York

April 1982

CIOE

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FORWARD

Reading assignments are often very hard for vocational students. Vocational reading matter is often highly technical and full of unfamiliar vocabulary.

Vocational teachers need to select reading assignments with care. When text material is very difficult, students may not be able to understand it. This chapter provides resources to help you analyze the reading difficulty level of printed material and use that information for selecting texts and making reading assignments.

Warning: Readability analysis could be hazardous to your teaching

The readability studies in this report all report reading difficulty in terms of grade-level. That is, text material is described in terms of the grade level of students who ordinarily should be able to read it. A book which has a difficulty of "9.5" is appropriate for the "average" student "midway through ninth grade." In theory, this book should be appropriate for students who score near the 9.5 grade-level on standardized tests of reading. In practice, however, one should not take such readability measures so literally.

The best use of readability measures is for comparing two or more texts, not for judging one book alone, or for making arbitrary reading assignments. There are two reasons for this. First, the various formulas for computing difficulty give very different results. Although the data from these formulas correlate highly, that is, they order a set of books in a very similar sequence of difficulty, the grade-level scores they produce differ a great deal. Second, the most widely used measures of students' abilities--standardized tests--differ in the grade-level scores they will assign to a given student. That is, for a fixed level of

student ability, different tests will give quite different grade-level scores. Thus, both readability scores and test grade-level scores are useful only for comparison purposes; and only if you use the same tests for all comparison purposes.

In summary, the following resources are useful for judging the relative difficulty of two or more different texts, not for making an absolute judgment on one text, or a detailed matching of students' abilities with text difficulty.

Three extensive analyses of the readability of selected vocational texts were reviewed to form the charts on the following pages. These studies were:

> Karnes, F. A. & Ginn, C. N. Comparison of the reading comprehension level of the post-secondary vocational/technical students with the readability levels of the textbooks utilized in the vocational/technical complexes in Mississippi. Hattiesburg, MS: University of Southern Mississippi, 1976. (ERIC Document Reproduction Service #ED 137 543) (USM)
>
> Minnesota Instructional Materials Center Readability Study. An analysis of post-secondary vocational-technical education textbooks most commonly used within the State of Minnesota. White Bear Lake, MN: Minnesota Instructional Center, 1978. (MIMC)
>
> Wolansky, D. S. An analysis of vocational-technical education textbooks and materials used within the State of Connecticut. Hartford, CN: Connecticut Division of Vocational Education, and Bloomfield, CN: Bloomfield Public Schools, 1979. (CDVE)

By referring to such readability information, teachers who use the texts cited, or who are considering using them, can gain insights to the potential match between students' abilities and instructional requirements. In the event of a mismatch, alternative materials may be sought and lesson ideas developed to reinforce students' basic skills so that they will learn the skills necessary for occupational success.

I. Accounting

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch	Forcast	Dale-Chall	Fry	Raygor	DALE FREQ. DIST. SMPLS Rding Level	%
Accounting Principles	Niswonger-Fess	unknown	South-Western Publishing Co.	MIMC	16.7		16	unknown	Professional	>16	100
Accounting:Principles and Application	Brock-Palmer-Archer	1974	McGraw-Hill	MIMC	14.1		13-15	12	12	9-10 11-12 13-15	12.5 25 62.5
Basic Auditing Principles	Holmes, Arthur W. and Overmeyer, Wayne S.	1972	Richard D. Irwin, Inc.	MIMC	14.6		13-15	12	College	11-12 13-15 >16	12.5 62.5 25
Computor Augmented Accounting: Computor Guide One	Pillsbury, Wilbur F.	1970	South Western Publishing Co.	MIMC	10.3		11-12	8.6	10-11	11-12 13-15	50 50
Computor Augmented Accounting: Computor Guide Two	PIllsbury, Wilbur F.	1971	South Western Publishing Co.	MIMC	12.1		13-15	12.9	College	11-12 13-15 >16	16.7 66.6 16.7
Cost Accounting: Planning and Control	Matz-Curry	1972	South Western Publishing Co.	MIMC	14.6		13-15	12	College	11-12 13-15 ≥16	12.5 50 37.5
Filing Systems and Records Management	Kahn, Gilbert et al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16 ~~9-10~~	12.5 50 12.5 25 ~~25~~
Fundamentals of Accounting	Boynton-Swanson-Carlson-Forkner	1972	South Western Publishing Co.	MIMC	12.0		11-12	10	11-12	11-12 13-15 ~~≥16~~	37.5 25 ~~12.5~~
Intermediate Accounting	Simons, Harry	1972	South Western Publishing Co.	MIMC	15.6		16	unknown	Professional	≥16	100
Intermediate Accounting	Smith-Skousen	1977	South Western Publishing Co.	MIMC	15.9		15-16	13.6	College	13-15 ≥16	25 75
Payroll Records and Accounting	Keeling-Bieg	1977	South Western Publishing Co.	MIMC	14.9		13-15	12.8	College	11-12 13-15 ≥16	25 12.5 62.5

* Textbook cited in two or more studies, USM, MIMC, and/or CDVE

▲ Textbook cited in Appendix D, Significant and/or Dominant Commercially Available Vocational Instructional Texts

II. Air Conditioning and Refrigeration

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch	Forcast	Dale-Chall	Fry	Raygor	DALE FREQ. DIST. SMPLS Rding Level	%
Air Conditioning Metal Layout	Kaberlein, Joseph J.	1973	Bruce	CDVE	7.2						
Basic Electricity Volume 1	Van Valkenburgh	1954	Hayden Book Corporation	CDVE	10.0						
Basic Electricity Volume 2	Van Valkenburgh	1954	Hayden Book Corporation	CDVE	14.5						
Blueprint Reading for Industry	Brown, Walter C.	1972	Goodheart-Willcox Co., Inc.	USM		13.23					
Electric Controls for Refrigeration and Air Conditioning	Langley, B.C.	1974	Prentice-Hall Inc.	USM		13.73					
Laboratory Manual-Refrigeration Servicing	Goliber, Paul F.	un-known	Delmar Pub.	USM		13.46					
*Modern Refrigeration and Air Conditioning	Althouse, Turnquist Bracciano	1975 1968 (II)	Goodheart-Willcox Co.	CDVE MIMC USM	10.1(C) 10.7(M)	13.00(U)	13-15	8.8	11	11-12 13-15 >16	37.5 50 12.5
*Principles of Air Conditioning	Lang, V. Paul	1972	Delmar. Pub.	CDVE USM	11.8(C)	12.06(U)					
*Principles of Refrigeration	Marsh & Olivo	1966	Delmar Pub.	CDVE USM	12.0(C)	13.06(U)					
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III. Automotive Shop - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
*Auto Body Repair	Duenk, Lester G. et.,al.	1977	Chas. A. Bennett	MIMC	13.8(M)		13-15	11	College	11-12 13-15 >16	37.5 37.5 25
Δ *Auto Body Repairing and Repainting	Toboldt, Bill	1972 1969 (u) 1976 (c)	Goodheart-Willcox Co.	MIMC USM CDVE	11.1(M) 14.0(C)	13.46(U)	13-15	9.6	11	9-10 11-12 13-15 >16	12.5 50 12.5 25
Automobile Sheet Metal Repair	Sargeant, Robert L.	1969	Chilton	CDVE	10.4						
Automotive Chassis and Body	Crouse, William H.	1971	McGraw-Hill	MIMC	9.6		11-12	7.6	10-11	7-8 9-10 11-12 13-15 >16	12.5 12.5 25 37.5 12.5
Automotive Collision Work, 3rd Ed.	Venk, Spicer, & Davies	1964	American Tech. Society	USM		13.63					
Automotive Refinishing Principles and Techniques	Hobson, W.T.	1976	E.I. duPont deNemours & Co.	MIMC	9.7		11-12	8	10	7-8 9-10 11-12 13-15	12.5 12.5 62.5 12.5
*The Principles of Auto Body Repairing and Repainting	Tait, Alex	1971	Prentice Hall	MIMC CDVE	8.7(M) 13.5(C)		11-12	7.2	8.7	9-10 11-12 13-15	50 25 25
Δ*Auto Mechanics Fundamentals	Stockel, Martin W.	1974	Goodheart-Willcox Co., Inc.	CDVE USM	8.0(C)	13.33(U)					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Δ*Auto Service and Repair	Stockel, Martin W.	1975 (M) 1969 (U)	Goodheart-Willcox Co., Inc.	MIMC USM	10.0(M)	13.13(U)	11-12	9	12	7-8 9-10 11-12 13-15 >16	12.5 12.5 25 37.5 12.5
Δ Automechanics	Glenn, Harold T.	1969	Chas. A. Bennett Co., Inc.	MIMC	10.5		13-15	9.8	11	7-8 9-10 11-12 13-15 >16	12.5 12.5 12.5 25 37.5
Automotive Air Conditioning	Dwiggins, Boyce H.	1967	Delmar Pub.	USM		12.73					
Automotive Diagnosis and Tune-up	Wetzel, Guy F.	1974	McKnight	MIMC	13.4		13-15	11.6	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
Automotive Drawing Interpretation	Jensen, Louis E.	1962	Delmar Pub.	USM		12.23					
Automotive Electrical Equipment, 7th Ed.	Crouse, William H.	1971	McGraw-Hill	USM		13.80					
Δ*Automotive Encyclopedia	Toboldt, William K. & Johnson, Larry	1972	Goodheart-Willcox Co.	MIMC USM	12.2(M)	12.36(U)	13-15	10.5	College	9-10 11-12 13-15 >16	12.5 37.5 37.5 12.5
Automotive Engines	Crouse, William H.	1971	McGraw-Hill	MIMC	10.5		13-15	9	12	9-10 11-12 13-15 >16	12.5 12.5 62.5 12.5

III. Automotive Shop - 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Automotive Electrical Equipment	Crouse, William H.	1971	McGraw-Hill	MIMC	11.5		13-15	11.0	College	7-8 11-12 13-15 >16	12.5 25 12.5 50
Automotive Electrical Systems	Billiet, Walter E. Goings, Leslie	1970	American Tech. Society	MIMC	13.9		13-15	11	College	11-12 13-15 >16	12.5 50 37.5
Δ*Automotive Mechanics 7th Ed.	Crouse, William H.	1975	McGraw-Hill	MIMC CDVE USM	9.1(M) 8.9(C)	12.36(U)	11-12	8	10	9-10 11-12 13-15 >16	12.5 50 25 12.5
Automotive Technology	Nash, Frederick	1973	McGraw-Hill	USM		13.00					
Automotive Transmission and Power Trains	Crouse, William H.	1971	McGraw-Hill	MIMC	9.5		13-15	8.6	9.5	11-12 13-15 >16	37.5 37.5 25
Basic Mathematics Simplified, 3rd Ed.	Olivo & Olivo	1972	Delmar Pub.	USM		13.13					
Detroit Diesel Engines	Detroit Diesel Allison	1975	General Motors Corp.	MIMC	11.4		13-15	9.7	College	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5
ΔDiesel: Fundmentals, Service, Repair	Toboldt, William K	1973	Goodheart-Willcox	MIMC	10.9		13-15	9	12	9-10 11-12 13-15 >16	25 12.5 25 37.5

III. Automotive Shop - 4

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Diesel and High Compression Gas Engines	Kates and Luck	1974	American Tech. Society	MIMC	12.2		13-15	10	12	9-10 11-12 13-15 >16	12.5 25 50 12.5
Disc and Drum Brake Service	Alley and Billiet	1974	American Tech. Society	MIMC	9.6		13-15	9	10	11-12 13-15 >16	25 50 25
Fundamentals of Service: Engines	John Deere	1968	John Deere	MIMC	9.7		13-15	9	12	13-15 >16	37.5 62.5
*Motor Auto Repair Manual, 37th Ed.	Forier, Louis C.	1977 (M) 1973 (U)	Motor	MIMC USM	11.2(M)	14.43(U)	13-15	10.6	College	13-15 >16	37.5 62.5
Motor Truck and Diesel Repair Manual	Forier-Solnik	1975	Hearst Corp.	MIMC	11.4		13-15	9.8	College	9-10 11-12 13-15 >16	12.5 12.5 25 50
Nation Service Data, 1974 Final	Unknown	1974	Mitchell Manuals Inc.	USM		14.70					
Practical Problems in Mathematics for Automotive Technicians	Wiggins, Boyce H.	1972	Delmar Pub.	USM		12.26					
Small Engines Service Manual	Technical Pub.	1976	Technical Pub.	MIMC	11.8		13-15	11	College	13-15 >16	50 50

IV. Aviation Shop

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch	Forcast	Dale-Chall	Fry	Raygor	DALE FREQ. DIST.SMPLS Rding Level	%
Aviation Electronics	Bose, Keith W.	1970	Bobbs-Merrill Co.	CDVE	11.8						
Basic Electronics	Grob	1971	McGraw-Hill	CDVE	14.2						
Basic Science for Aerospace Vehicles	Bent and McKinley	1963	McGraw-Hill	CDVE	10.7						
Electricity & Electronics for Aerospace Vehicles 1st Ed.	McKinley, J.& Bent, R.	1961	McGraw-Hill Book Co.	CDVE	14.2						
Electricity & Electronics for Aerospace Vehicles 2nd Ed.	McKinley & Bent	1971	McGraw-Hill	CDVE	14.9						
Every Pilot's Guide to Aviation Electronics Comm. Nav.&Pulse System&Equipment	Ferrera, John M.	1976	El-Jac Publishing Corp.	CDVE	13.5						
Jet Aircraft Power Systems	Casamassu, J. & Bent, R.	1965	McGraw-Hill	CDVE	13.6						
Maintenance & Repair Aerospace Vehicles	McKinley, J. & Bent, R.	1967	McGraw-Hill	CDVE	12.0						
Powerplant for Aerospace Vehicles	McKinley, J. & Bent, R.	1965	McGraw-Hill	CDVE	12.1						
									21		

V. Business -1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Advertising - Creative Communication with Consumers	Hepner, Harry W.	1969	McGraw-Hill	USM		13.60					
Advertising and Displaying Merchandise	Samson, Harland E.	1967	South-Western	MIMC USM	12.1	13.30	11-12	10	12	11-12 13-15	42.9 57.1
Advertising Procedure, 6th Ed.	Kleppner, Otto	1973	Prentice-Hall	USM		13.83					
Advertising Techniques and Management, Revised	Zacher, Robert V.	1967	Richard D. Irwin, Inc.	USM		13.46					
Basic Economics	Hailstones, Thomas J.	1968	South-Western	MIMC	14.8		14-15		college	11-12 13-15 >16	12.5 25.0 62.5
Basic Marketing: A Managerial Approach, 4th Ed.	McCarthy, E. Jerome	1971	Richard D. Irwin, Inc.	USM		12.93					
Business English	Reed, Jeanne	1972	McGraw-Hill	MIMC	12.4		13-15	10.3	11-12	9-10 11-12 13-15 >16	12.5 37.5 12.5 37.5
Business: Its Nature and Environment 7th Ed.	Glos, Raymond E. & Baker, Harold A.	1972	South-Western	MIMC USM	13.9	13.00	11-12	12.1	college	7-8 9-10 11-12 13-15 >16	12.5 12.5 25 25 25

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Business Law 9th Ed.	Anderson, Ronald A. & Kumpf, Walter A.	1972	South-Western	MIMC USM	14.2	12.00	16	12	12	11-12 13-15 >16	12.5 37.5 50
Business Law/30	Rosenberg and Bonnice	1971	McGraw-Hill	MIMC	11.5		11-12	10.6	11	7-8 9-10 11-12 13-15 >16	12.5 12.5 12.5 37.5 25
Business Mathematics for Colleges, 5th Ed.	Rice, Louis A., et. al.	1973 1966 (U)	South-Western	MIMC USM	11.1	12.80	11-12	10.6	10.5	9-10 11-12 13-15	12.5 62.5 25
College Law for Business	Ashcroft, John D. & Janet E.	1976	South-Western	MIMC	13.9		13-15	11.2	12	11-12 13-15 >16	12.5 37.5 50
College Law for Business	Rosenberg & Ott	1973	McGraw-Hill	MIMC	12.9		13-15	10.8	11	11-12 13-15 >16	12.5 37.5 50
College Salesmanship	Hampton, Robert E. & Zabin, James B.	1970	McGraw-Hill	USM		13.43					
Communicating Through Letters and Reports, 5th Ed.	Menning, J. H. & Wilkinson, C. W.	1972	Richard D. Irwin, Inc.	USM		13.03					
Economics: Principles, Problems, and Policies, 6th Ed.	McConnell, Campbell R.	1975	McGraw-Hill	USM		13.86					

V. Business- 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Economics - Science of Common Sense	Bowden, Elbert V.	1977	South-Western	MIMC	11.2		11-12	11.3	12 to college	9-10 11-12 13-15 >16	25 50 12.5 12.5
Essentials of Marketing Management	Kerby, Joe K.	1970	South-Western	USM		13.66					
The Fashion Buyer's Job	Judelle, Beatrice	1971	National Retail Merchants Assoc.	USM		12.53					
Fashion Merchandising	Troxell, Mary D.	1976	McGraw-Hill	MIMC	14.8		15-16	13	college	13-15 >16	12.5 87.5
Filing Systems and Records Management	Kahn, Gilbert et. al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16	12.5 50 12.5 25
Financing Business Firms 4th Ed.	Prather, Charles L. & Wert, James E.	1971	Richard D. Irwin, Inc.	USM		12.30					
Income Tax Procedures	Bower & Langenderfer	1976	South-Western	MIMC	13.9		11-12	11	12.5	11-12 13-15 >16	75 12.5 12.5
Introductory Economics	Wykstra, Ronald A.	1971	Harper and Row	USM		14.63					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Know Your Merchandise for Retailers and Consumers	Wingate-Gillespie-Milgrom	1975	McGraw-Hill	MIMC	11.2		11-12	10	12	7-8 11-12 13-15 >16	12.5 50 25 12.5
Management in the Modern Organization	Haimann, Theo and Scott, William G.	1970	Houghton Mifflin	USM		13.80					
Management and Organization, 2nd Ed.	Sisk, Henry L.	1973	South-Western	USM		12.86					
Managing - A Contemporary Introduction	Massie-Douglas	1973	Prentice Hall	MIMC	15.9		13-15	college	college	13-15 >16	62.5 37.5
Marketing and Distribution: An Overview	Warner, Daniel S.	1969	McGraw-Hill	USM		14.50					
Marketing Principles and Market Action	McGraw-Hill	1969	McGraw-Hill	USM		13.00					
Marketing Today: A Basic Approach	Schwartz, David J.	1973	Harcourt Brace Jovanovich, Inc.	USM		13.16					
Modern Business English	Monro & Wittenberg	1972	McGraw-Hill	MIMC	12.2		13-15	10.8	12	11-12 13-15 >16	37.5 37.5 25

V. Business- 5

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Office Machines: A Collegiate Course	Briggs & Kosy	1973	South-Western	MIMC	14.5		13-15	14	college	9-10 11-12 13-15 >16	14.3 28.6 14.3 42.8
Personnel Management, 4th Ed.	Chruden, Herbert J. & Sherman, Arthur W., Jr.	1972	South-Western	USM		13.13					
Practical Mathematics	Palmer, Claude I. et. al.	1977	McGraw-Hill	MIMC	11.6		11-12	10.8	11.8	7-8 11-12 13-15	12.5 50 37.5
Principles of Management: An Analysis of Managerial Functions	Koontz & O'Donnell	1972	McGraw-Hill	USM		13.93					
Principles of Marketing	Diamond, Jay & Pintel, Gerald	1972	Prentice-Hall	MIMC	15.4		13-15	college	college	11-12 13-15 >16	12.5 25 62.5
Records Management	Johnson & Kallows	1974	South-Western	MIMC	12.8		13-15	10	12.6	11-12 13-15 >16	25 12.5 62.5
Retail Business Management	Gillespie, Karen R. & Hecht, Joseph C.	1970	McGraw-Hill	MIMC USM	13.8	13.93	13-15	11.7	college	11-12 13-15 >16	25 50 25
Sales Management: Decisions, Policies, and Cases, 2nd Ed.	Still, Richard R. & Cundiff, Edward	1969	Prentice-Hall	USM		14.23					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Salesmanship, 5th Ed.	Kirkpatrick, Charles A.	1971	South-Western	USM		13.40					
Selecting and Buying Merchandise	Samson & Palmer	1974	South-Western	MIMC	12.6		11-12	11	11	11-12 13-15	66 34
The Technician Writes: A Guide to Basic Technical Writing	Sklare, Arnold B.	1971	Boyd and Fraser	USM		14.13					
Textbook of Salesmanship	Russell, Beach & Buskirk	1978	McGraw-Hill	MIMC	13.6		11-12	11	11	9-10 11-12 13-15	25 25 50
Vocational Mathematics for Business	Martinka, Marie	1972	South-Western	MIMC		11.4	11-12	9.3	11.2	9-10 11-12 13-15 >16	12.5 62.5 12.5 12.5
What Every Supervisor Should Know, 3rd Ed.	Bittel, Lester R.	1974	McGraw-Hill	USM		13.16					
Your Attitude is Showing	Chapman, Elwood N.	1972	Science Research Associates	MIMC	11.6		11-12	10.7	10.6	7-8 9-10 11-12 13-15	12.5 25 50 12.5

VI. Carpentry - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Building Trades Blueprint Reading: Part I	Sundberg, Elmer W.	1974	American Tech. Society	MIMC	10.5		13-15	9	10	11-12 13-15 >16	25 12.5 62.5
Building Trades Blueprint Reading: Part II	Sundberg, Elmer W.	1975	American Tech. Society	MIMC	12.9		13-15	10.5	College	11-12 13-15 >16	25 25 50
Building Trades Blueprint Reading: Part III	Sundberg, Elmer W.	1974	American Tech. Society	MIMC	12.8		15-16	10.6	12.8	13-15 >16	25 75
Cabinet Making and Millwork	Feirer, John L.	1967	Chas A. Bennett Co.	MIMC	9.7		11-12	9	10	7-8 9-10 11-12 13-15	12.5 12.5 50 25
Carpentry & Building Construction	Feirer & Hutchings	1976	Chas A. Bennett Co.	MIMC	9.2		11-12	7.5	10	7-8 9-10 11-12 13-15 >16	12.5 12.5 50 12.5 12.5
Framing, Sheathing and Insulation	Jones, Raymond P.	1964	Delmar Pub.	CDVE	7.8						
Fundamentals of Carpentry	Durbah, Walter E.	1967	American Tech. Society	CDVE	9.4						
General Industry	Lathrop & Lindbeck	1969	Chas A. Bennett Co.	CDVE	10.4						

VI. Carpentry - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Mathematics for Carpenters	Bradford, Robert	1975	Delmar Pub.	MIMC	11.6		13-15	11.8	10	9-10 11-12 13-15	25 12.5 62.5
*Modern Carpentry	Wagner, Willis H.	1973	Goodheart-Willcox Co.	CDVE MIMC	10.8(C) 10.5(M)		13-15	9	12	13-15 >16	25 75
Technical Wood Working	Groneman, C.H. & Glazener, Everett	1966	McGraw-Hill	CDVE	9.4						
Wood Frame House Construction	Anderson, L.O.	1971	Craftsman Book of America	MIMC	12.5		13-15	9	College	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5

VII. Cosmetology

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Chemistry for Cosmetology Students: A Programmed Text	Swaton, Norman J., Jr.	1969	Intron, Inc.	USM		13.46					
Cosmetology	Colletti, Anthony B.	1970	Keystone Pub.	CDVE	10.8						
Design Principles (Hair)	Coline, Tower & Martin	1971	Space & Form Design Pub.	CDVE	10.1						
Hair Structure & Chemistry Simplified	Powitt, A.H.	1972	Milady Pub. Corp.	CDVE	9.0						
Practice & Science of Standard Barbering	Thorpe, S.C.	1967	Milady Pub. Corp.	CDVE	9.8						
*Standard Textbook of Cosmetology, Revised	Kibbe, Constance V.	1972	Milady Pub. Corp.	MIMC CDVE USM	11.0(M) 13.2(C)	13.16(U)	11-12	10.5	10.5	9-10 11-12 13-15 >16	25 25 25 25

VIII. Data Processor-Computer Operator- 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Basic FORTRAN IV Programming, Revised	Ford, Donald H.	1974	Richard D. Irwin, Inc.	USM		13.66					
Business Data Processing and Computer Programming	Murach, Mike	1973	Science Research Associates	USM		13.70					
COBOL Programming	Stern, Nancy B. & Robert A.	1970	John Wiley & Sons	USM		14.00					
Computer Programming FORTRAN IV	Anderson, Decima M.	1966	Appleton-Century-Crofts	USM		13.93					
Data Processing for Business	Silver, Gerald A. & Joan B.	1973	Harcourt Brace Jovanovich	USM		13.83					
Digital Principals and Applications	Malvino, Albert P. & Leach, Donald P.	1975	McGraw-Hill	MIMC	10.7		13-15	9.3	10.5	11-12 13-15 >16	50 25 25
Flowcharting Techniques	Bohl, Marilyn	1971	Science Research Associates	USM		14.73					
IBM System/3 Subset American National Standard COBOL Reference Manual, 2nd Ed.	International Business Machines Corp.	1973	Intern't Bus. Machines Corp.	USM		13.83					

VIII. Data Processor-Computer Operator- 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Introduction to Business and Economic Statistics, 3rd Ed.	South-Western	1966	South-Western	USM		12.86					
Introduction to Computer Programming RPG	Shelly & Cashman	1972	Anaheim Pub. Co.	MIMC	11.4		11-12	9.8	10	7-8 11-12 13-15	12.5 50 37.5
Introduction to Electronic Computers, 2nd Ed.	Davis, Gordon S.	1971	McGraw-Hill	USM		13.70					
Δ Keypunch Training Course	Bux, William E.	1969 (M) 1975 (U)	South-Western	MIMC USM	10.4	13.56	9-10	8.5	10	<7 7-8 9-10 11-12 13-15	12.5 12.5 25 37.5 12.5
Principles of Business Data Processing, 2nd Ed	Dock, V. Thomas & Essick, Edward	1974	Science Research Associates	USM		13.60					
RPG: Report Program Generator	Little, Joyce C.	1971	Prentice-Hall	USM		13.73					
Standard COBOL: A Problem-Solving Approach	Smith, Marilyn Z.	1974	Houghton Mifflin	USM		13.16					
Systems Analysis	Daniels, Alan & Yeates, Donald, eds.	1971	Science Research Associates	USM		13.23					

VIII. Data Processor-Computer Operator- 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
Systems and Procedures for Business Data Processing, 2nd Ed.	Randall, Clarence B. & Burgly, Sally W.	1968	South-Western	USM		13.16					

IX. Drafting & Design-Engineering - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
△Architecture Design-Engineering-Drawing	Spence, William P.	1972	McKnight Pub.	MIMC	10.5		13-15	9.8	10-11	9-10 11-12 13-15 >16	12.5 12.5 62.5 12.5
Architectural Drafting: Functional Planning & Creative Design	Stegman & Stegman	1966	American Tech. Society	USM		13.43					
Architecture: Design, Engineering, Drawing	Spence, William P.	1967	McKnight Pub.	USM		13.00					
Architecture: Drafting & Design	Hepler & Wallach	1965	McGraw-Hill	USM		13.50					
△Basic Blueprint Reading & Sketching	Olivo, C. Thomas & Payne, Albert V.	1952	Delmar Pub.	MIMC	10.7		11-12	9	11	9-10 11-12 13-15	25 50 25
Blueprint Reading for Electricians-Industrial	Fischer, Howard	1959	Delmar Pub.	CDVE	12.8						
Building Construction Estimating, 2nd Ed.	Wass, Alonzo	1970	Prentice-Hall	USM		12.03					
Contracts, Specification and Law for Engineers, 2nd Ed.	Dunham, Clarence W. & Young, Robert D.	1971	McGraw-Hill	USM		13.50					

IX. Drafting & Design-Engineering - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Descriptive Geometry, 4th Ed.	Pare, Loving, & Hill	1971	Macmillan Pub.	USM		11.63					
Drafting and Graphics	Giachino, J.W. & Beukema, H.J.	1972	American Tech. Society	MIMC	12.8		13-15	11	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
Elementary Algebra: Structure & Use	Barnett, Raymond A.	1968	McGraw-Hill	USM		13.70					
Elementary Plane Surveying, 4th Ed.	Davis & Kelly	1969	McGraw-Hill	USM		12.10					
Elementary Structural Design	Harris, Charles O.	1951	American Tech. Society	USM		11.43					
Elements of Topographic Drawing, 2nd Ed.	Sloane & Montz	1943	McGraw-Hill	USM		13.66					
*Engineering, Drawing, & Graphic Technology, 11th Ed.	French & Vierck	1972	McGraw-Hill	CDVE USM	12.7(C)	13.60(U)					
Engineering Graphics, 2nd Ed.	Giesecke, Mitchell, Spencer, Hill, & Loving	unknown	Macmillan Pub. Co., Inc.	USM		12.23					

IX. Drafting & Design-Engineering - 3

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Estimating for the Building Trades	Steinberg & Stempel	1965	American Tech. Society	USM		13.30					
Exploring Drafting Basic Fundamentals	Walker, John F.	1972	Goodheart-Willcox	CDVE	10.1						
Fashion Techniques of Fashion Merchandising	No Author	1977	Bobbs-Merrill	CDVE	11.9						
Fundamentals of Pipe Drafting	Thompson, Charles H.	1958	John Wiley & Sons, Inc.	USM		13.70					
General Architectural Drawing	Wyatt, William E.	1969	Chas A. Bennett Co.	USM	13.60						
Geometric Dimensioning & Tolerancing : A Working Guide	Foster, Lowell W.	1970	Addison-Wesley	MIMC	15.6		16	unknown	Professional	13-15 >16	25 75
Industrial Safety, 3rd Ed.	Blake, Roland P.	1963	Prentice-Hall	USM		12.93					
*Interpreting Engineering Drawings	Jenson & Hines	1970	Delmar Pub.	CDVE MIMC	12.2(C) 12.2(M)		13-15	10	12	11-12 13-15 >16	25 37.5 37.5

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Introduction to Steel Shipbuilding, 2nd Ed.	Baker, Elijah, III	un-known	McGraw-Hill	USM		11.76					
Introductory Applied Physics	Harris & Hemmerling	1972	McGraw-Hill	MIMC	15.2		15-16	unknown	College	13-15 >16	12.5 87.5
Jig and Fixture Design, Volume I	Delmar Pub.	1974	Delmar Pub.	CDVE	9.7						
Mathematics for Machine Technology	Smith, R.	1974	Delmar Pub.	CDVE	13.7						
Manual of Steel Construction, 7th Ed.	Unknown	1970	American Institute of Steel Construction, Inc.	USM		13.06					
Materials of Construction, 2nd Ed.	Smith, R.C.	1973	McGraw-Hill	USM		12.83					
Plane Trigonometry with Tables, 4th Ed.	Fuller, Gordon	1972	McGraw-Hill	USM		13.26					
Principles of Cartography	Raisz, Erwin	1962	McGraw-Hill	USM		11.93					

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
The Principles & Practice of Surveying: Volume I Elementary Surveying	Breed, Charles B. & Hosmer , George L.	1970	John Wiley & Sons Inc.	USM		12.83					
Reading Architectural Working Drawings	Muller, Edward J.	1971	Prentice-Hall	USM		12.66					
Simplified Engineering for Architects & Builders	Parker, Harry	un-known	John Wiley & Sons	MIMC	11.2		13-15	9	10	11-12 13-15 >16	50 37.5 12.5
Strength of Materials, 3rd Ed.	Harris, Charles O.	1971	American Tech. Society	USM		11.33					
Structural Detailing for Technicians	Weaver, Gerald L.	1974	McGraw-Hill	USM		13.46					
Structural Steel Detailing	Unknown	un-known	American Institute of Steel Construction	USM		12.83					
Surveying: An Introduction to Engineering Measurements	Legault, Adrian R. McMaster, Howard M. & Marlette, Ralph R.	1956	Prentice Hall	USM		12.96					
Surveying Practice: The Fundamentals of Surveying	Kissam, Philip	1966	McGraw-Hill	USM		12.40					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Surveying Practice: The Fundamentals of Surveying, 2nd Ed.	Kissam, Philip	1971	McGraw-Hill	USM		12.10					
Technical Descriptive Geometry, 2nd Ed.	Wellman, Leighton B.	1957	McGraw-Hill	USM		12.60					
*Technical Drawing, 6th Ed.	Giesecke, Frederick E. Mitchell, Alva Spencer, Henry C. & Hill, Ivan L.	1974	Macmillan Pub.	MIMC CDVE USM	10.4(M) 10.0(C)	 12.33(U)	11-12	9	10	7-8 11-12 13-15 >16	12.5 62.5 12.5 12.5
Technical Mathematics with Calculus, 2nd Ed.	Rice, Harold S. & Knight, Raymond M.	1966	McGraw-Hill	USM		10.63					

X. Electronics - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Alternating Current Fundamentals	Duff, John K.	1961	Delmar Pub.	CDVE USM	14.6(C)	12.90(U)					
Applications of Electronics	Grob, Bernard & Kiver, Milton	1966	McGraw-Hill	CDVE	13.2						
*Basic Electricity: A Text-Lab Manual	Zbar, Paul	1974	McGraw-Hill	MIMC USM	14.5(M)	13.33(U)	13-15	11.5	College	11-12 13-15 >16	12.5 25 62.5
Basic Electricity	Bureau of Naval Personnel	un-known	Superintendent of Documents	CDVE	14.0						
Basic Electricity Volume I	VanValkenburgh	1954	Hayden Book Co.	CDVE	10.0						
Basic Electricity Volume 2	VanValkenburgh	1954	Hayden Book Co.	CDVE	14.5						
Basic Electricity Volume 3	VanValkenburgh, Nooger,& Neville, Inc.	1954	Hayden Book Co.	CDVE	14.1						
Δ*Basic Electronics 3rd Ed.	Grob, Bernard	1971	McGraw-Hill	MIMC CDVE USM	14.2(M) 14.2(C)	14.23(U)	13-15	12.6	College	11-12 13-15 >16	12.5 12.5 75

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X. Electronics - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Basic Electronics	Zbar, Paul B.	1967	McGraw-Hill	MIMC	13.2		13-15	12	12	9-10 13-15 >16	12.5 25 62.5
Basic Mathematics for Electricity and Electronics	Singer, Bertrand B.	1972	McGraw-Hill	MIMC	11.5		13-15	9	10	9-10 11-12 13-15 >16	12.5 12.5 37.5 37.5
basic Mathematics for Electronics	Cooke & Adams	1970	McGraw-Hill	MIMC	14.4		13-15	12.2	College	11-12 13-15 >16	37.5 25 37.5
*Basic Television Principles and Servicing, 4th Ed.	Grob, Bernard	1975 1964 (M)	McGraw-Hill	MIMC CDVE USM	11.8(M) 10.7(C)	13.86(U)	13-15	9.5	10	13-15 >16	25 75
Basic Television Theory and Servicing: A Text-Lab Manual, 2nd Ed.	Zbar & Orne	1971	McGraw-Hill	USM		12.53					
Basics of Fractional Horse-Power Motors & Repairs	Schweitzer, Gerald	1960	John F. Rider Pub.	CDVE	12.2						
Communications Electronics for Technicians	Temes, Lloyd	1974	McGraw-Hill	USM		12.13					
Communications Electronics Circuits 2nd Ed.	DeFrance, J.J.	1972	Rinehart Press	USM		13.63					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Digital Computor Fundamentals 2nd Ed.	Bartee, Thomas	1966	McGraw-Hill	USM		14.20					
*Direct Current Fundamentals	Loper, Orla E.	1959	Delmar Pub.	MIMC CDVE USM	13.9(M) 11.9(C)	11.66(U)	13-15	11.8	College	11-12 13-15 >16	12.5 12.5 75
Electric Motor Control	Alerich, Walter N.	1965	Delmar Pub.	MIMC	13.5		13-15	11	College	11-12 13-15 >16	37.5 37.5 25
Electrical and Electronics Drawing, 3rd Ed.	Baer, Charles J.	1973	McGraw-Hill	USM		12.96					
△Electrical Construction Wiring	Alerich, Walter N.	1971	American Tech. Society	USM		13.13					
*Electrical Principles & Practices, 2nd Ed.	Adams, James E.	1973	McGraw-Hill	CDVE USM	14.1(C)	13.06(U)					
*Electrical Wiring: Residential	Mullin, Ray C.	1975 1973 (U)	Delmar Pub.	MIMC USM	14.3(M)	13.86(U)	13-15	11.8	College	11-12 13-15 >16	25 37.5 37.5
*Electricity - One: Devices, Circuits, Materials	Kubala, Thomas S.	1974	Delmar Pub.	CDVE USM	14.8(C)	13.96 (U)					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Electricity - One to Seven	Mileaf, Harry	1976 1966 (M)	Hayden Book Co.	CDVE MIMC	14.2(C) 12.5(M)		13-15	11	12	11-12 13-15 >16	25 25 50
*Electricity - II Devices, Circuits, Materials	Kubala, Thomas S.	1974	Delmar Pub.	CDVE USM	12.8(C)	12.66(U)					
Electricity - III Motors, Generators Controls	Kubala, Thomas S.	1974	Delmar Pub.	USM		13.96					
Electricity - IV Related Information	Kubala, Thomas S.	1974	Delmar Pub.	USM		13.16					
Electronic and Electrical Fundamentals, Volume I	Unknown	1972	Philco-Ford	CDVE	12.2						
Electronic & Electrical Fundamentals I	Unknown	1968	Philco-Ford	CDVE	12.6						
*Electronic & Electrical Fundamentals, Volume 3 Vacuum Tube	Unknown	1969	Philco-Ford	CDVE USM	13.7(C)	13.30(U)					
Electronic Circuits & System, Volume 5	Unknown	1973	CTI Education Products, Inc.	CDVE	12.6						

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Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Electronic Communications 2nd Ed.	Shrader, Robert	1975 1967 (U)	McGraw-Hill	MIMC USM	College (M)	14.06(U)	13-15	unknown	12	11-12 13-15 >16	25 25 50
Electronic Devices & Circuit Theory	Boylestad & Nashelsky	1972	Prentice Hall	USM		13.06					
Electronic Principles,	Malvino, Albert	1973	McGraw-Hill	USM		14.00					
Elementary Principles of Laboratory Instruments, 3rd Ed.	Lee, Leslie W.	1974	CV Mosby Co.	USM		13.70					
Elements of Radio	Marcus & Marcus	1973	Prentice Hall	USM		12.43					
*Elements of Radio Servicing, 3rd Ed.	Marcus & Levy	1967	McGraw-Hill	CDVE USM	13.1(C)	13.30(U)					
Elements of Television Servicing for Bench & Field	Marcus & Gendler	1963	Prentice Hall	USM		12.60					
Essentials of Electricity - Electronics	Slurzberg & Osterheld	1965	McGraw-Hill	USM		13.16					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Fundamentals of Electronics Devices	Oppenheimer, Samuel L.	unknown	Merrills International Series in Electrical and Electronics Tech.	USM		13.70					
Home Appliance Servicing	Anderson, Edwin P.	1973	Howard W. Sams Co.	CDVE	12.7						
Industrial Electronics	Lytel, Allan	1962	McGraw-Hill	USM		13.60					
Industrial Labor and Community Relations	Strong, Merle E.	1969	Delmar Pub.	USM		14.0					
Introduction to Electronic Amplifiers	Faber, Rodney B.	1971	Chas E. Merrill Pub. Co.	USM		12.73					
*Introductory Applied Physics , 3rd Ed.	Harris & Hemmerling	1972	McGraw-Hill	MIMC USM	15.2(M)	13.60(U)	15-16	unknown	College	13-15 ≥16	12.5 87.5
*National Electrical Code	National Fire Protection Assoc.	1978 1975 (U)	National Fire Protection Assn.	MIMC USM	16.9(M)	12.96(U)	16	unknown	Professional	≥16	100
*National Electrical Code Bluprint Reading	Gebert, Kenneth L.	1974 1972 (U)	American Tech. Society	MIMC USM	13.7(M)	13.03(U)	13-15	12.1	Unknown	9-10 11-12 13-15 ≥16	12.5 12.5 12.5 62.5

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Pulse and Logic Circuits	Gillie, Angelo C.	1968	McGraw-Hill	USM		13.33					
Schaum's Outline of Theory and Problems of Descriptive Geometry (Schaum's Outline Series)	Hawk, Minor C.	1962	McGraw-Hill	USM		12.00					
Semiconductor Pulse Circuits with Experiments	Mitchell, Brinton	1970	Rinehart Press	USM		12.86					
Study Guide for CET Examinations	Wilson, J.A. & Glass, Dick	1971	Howard W. Sams Co.	USM		13.33					
Television (Basic) Principles and Servicing	Grob, Bernard	1975	McGraw-Hill	CDVE	10.7						
Television Simplified	Kiver & Kaufman	1973	Delmar Pub.	CDVE	14.4						
Transistor and Integrated Electronics 4th Ed.	Kiver, Milton S.	1972	McGraw-Hill	USM		13.20					
Transistor Audio Amplifiers	Darr, Jack	1974	Howard W. Sams Bobbs-Merrill	CDVE	8.1						

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Transistor Circuit Approximations	Malvino, Albert P.	1973	McGraw-Hill	MIMC	11.6		13-15	10.2	10-11	11-12 13-15 ≥16	37.5% 37.5% 25%
Transistor Electronics	Gerrish, Howard H.	1969	Goodheart-Willcox	CDVE	11.4						
Transistor Radio Servicing Course	Lemons, Wayne	1976	Howard W. Sams Co.	CDVE	11.8						
Writing & Reading in Technical English	Pickett & Laster	1970	Canfield Press	USM		12.76					

XI. Farm Management: Mechanics & Production - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
The Account Book for Farm and Ranch Management, 5th Ed.	Welsch, Delane E. et.,al.	1978	Burgess	MIMC	12.0		11-12	10.5	10.8	9-10 11-12 13-15 ≥16	37.5 12.5 37.5 12.5
Doane's Farm Management Guide	Unknown	1977	Doane Agricultural Service	MIMC	11.2		11-12	9.6	12	9-10 11-12 13-15	25 50 25
Farm Power and Machinery Management Laboratory Manual: Workbook, 6th Ed.	Hunt, Donnell	1973	Iowa State Univ. Press	USM		13.53					
Farm Tractor Maintenance 3rd Ed.	Brown, Arlen D. & Morrison, Ivan G.	1962	The Interstate Printers & Publishers, Inc.	USM		13.16					
Feeds and Feeding	Cullison, Arthur E.	1975	Reston	MIMC	14.7		13-15	12	College	11-12 13-15 ≥16	25 50 25
Fundamentals of Service: Engines	John Deere	1968	John Deere	MIMC	9.7		13-15	9	12	13-15 ≥16	37.5 62.5
Hydraulic Systems for Tractors and Other Mobile Equipment, Care & Operation Volume I	Turner, J. Howard	1974	American Assn. for Vocational Instru. Materials	USM		13.43					
Machines for Power Farming, 2nd Ed.	Stone, Archie A. & Gulvin, Harold E.	1967	John Wiley & Sons Inc.	USM		13.56					

XI. Farm Management: Mechanics & Production - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE DIST.	FREQ. SMPLS
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
Modern Corn Production	Aldrich, Samuel R. et. al.	1975	A&L Publications	MIMC	11.6		11-12	10	12	7-8 9-10 11-12 13-15 ≥16	12.5 37.5 12.5 12.5 25
Tractor Fuels and Lubricants, Selecting and Storing	Am. Assn. for Agricultural Engineering & Vocational Agric.	1970	Am. Assn. for Agricultural Engineering & Vocational Agric.	USM		13.30					

XII. Fashion Design

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Advertising and Displaying Merchandise	Samson, Harland	1967	South-Western Pub. Co.	MIMC	12.1		11-12	10	12	11-12 13-15	42.9 57.1
The Fashion Buyer's Job	Judelle, Beatrice	1971	National Retail Merchants Assn.	USM		12.53					
Fashion Merchandising	Troxell, Mary D.	1976	McGraw-Hill	MIMC	14.8		15-16	13	College	13-15 >16	12.5 87.5
Fashion Techniques of Fashion Merchandising	Unknown	1977	Bobbs-Merrill	CDVE	12.5						
Simplicity	Unknown	1975	Simplicity Pattern Co., Inc.	CDVE	8.0						
Singer Sewing Book	Cunningham & Hutton	1972	Random House	CDVE	8.0						
Steps in Clothing Skills	Dunn, Bailey, & VanSickle	1970	Chas. Bennett and Co.	CDVE	8.2						

XIII. Food Science

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
*Food Preparation for Hotels, Restaurants, and Cafeterias	Haines, Robert	1973	American Tech. Society	CDVE MIMC	9.6(C) 8.6(M)		13-15	7.5	10	11-12 13-15 >16	12.5 37.5 50
*The Professional Chef	Folsom, LeRoi A.	1974	Institutions/ Volume Feeding Magazine -May	MIMC CDVE	11.8(M) 12.0(C)		16	9.8	13	13-15 >16	25 75
									81		

80

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Drafting and Graphics	Giachino & Beukema	1972	American Tech. Society	MIMC	12.8		13-15	11	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
Graphic Arts Procedures-Basic	Randolph, Karch R.	1965	American Tech. Society	CDVE	10.5						
△Graphic Arts Procedures-The Off-set Processes	Buber & Karch	1967	American Tech. Society	CDVE	8.9						
△Graphic Communications	Brolkhuizer, Richard J.	1973	McKnight Career Pub.	CDVE	11.0						
Lithographer	Unknown	1963	US Gov't. Printing Office	CDVE	9.3						
Lithographer 3&2	Unknown	1963	US Gov't. Printing Office	CDVE	10.2						
Modern Graphic Arts Paste Up	Silver, Gerald A.	1973	American Tech. Society	CDVE	10.9						
△*Photo Offset Fundamentals 92	Cogoli, John E.	1973 1967 (M)	McKnight Pub.	CDVE MIMC	12.6(C) 12.6(M)		13-15	11	12 93	11-12 13-15 >16	12.5 12.5 75

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Photo Off-set Fundamentals Study Guide	Cogoli, John E.	1973	McKnight Pub. Co.	CDVE	12.5						
Photo Technology	LaCour & Lathrop	1972	American Tech. Society	CDVE	10.0						
Platemaker's Guide	Unknown	1970	Print Products Division, 3M Co.	CDVE	14.0						
Practical Problems in Mathematics for Printers	DeLuca, James P.	1976	Delmar Pub.	CDVE	11.6						
Printing Estimating	Silver, Gerald A.	1970	American Tech. Society	CDVE	10.8						
*Printing Layout and Design	Delmar Pub.	1968	Delmar Pub.	CDVE MIMC	9.6(C) 9.6(M)		11-12	8.5	10	9-10 11-12 >16	37.5 50 12.5

XV. Health Care - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
A Brief Introduction to General, Organic & Biochemistry	Routh, Eyman, & Burton	1971	W.B. Saunders Co.	USM		14.13					
Abdallah's Nurse's Aide Study Manual, 2nd Ed.	Mayes, Mary E.	1970	W.B. Saunders Co.	USM		13.46					
Anatomy and Physiology	Anthony & Kolthoff	1975	CV Mosby Co.	CDVE	13.8						
Basic Nutrition & Diet Therapy	Robinson, Corrinene	1970	Macmillian	CDVE	11.9						
Basic Nutrition in Health & Diseases Including Selection & Care of Food	Howe, Phyllis, Sullivan	1971	W.B. Saunders Co.	USM	13.20						
*Basic Pharmacology for Nurses, 5th Ed.	Welch, Jean M. & Squire, Jessie E.	1973	CV Mosby Co.	MIMC CDVE	14.4 (M) 14.6 (C)		13-15	12	12	11-12 13-15 >16	25 25 50
Basic Psychiatric Nursing	Irving, Susan	1973	W.B. Saunders Co.	USM		12.16					
Being A Nursing Aide-Student Manual	Hospital Research & Educational Trust	1969	Hospital Research & Educational Trust	MIMC	7.9		9-10	7.1	8	7-8 9-10 11-12	37.5 37.5 25

XV. Health Care - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Business Administration for the Dental Assistant	Ehrlick, Ann	1972	Colwell Co.	CDVE	13.8						
Clinical Dental Assisting	Chasteen, Joseph	1975	CV Mosby Co.	CDVE	13.5						
Dental Laboratory Technology	Unknown	1975	Air Force Manual	CDVE	13.8						
Diagnostic Microbiology: A Textbook for the Isolation & Identification of Pathogenic Micro-Organisms, 4th Ed.	Bailey & Scott	1974	CV Mosby Co.	USM		13.93					
The Dymanics of Health Care, 2nd Ed.	French, Ruth M.	1974	McGraw-Hill	USM		13.80					
Encycolpedia & Dictionary of Medicine & Nursing	Miller, Benjamin F. & Keane, Claire B.	1972	W.B. Saunders	MIMC	14.7		13-15	12	College	11-12 13-15 >16	25 25 50
Essentials of Clinical Dental Assisting	Chasteen, Joseph	1975	CV. Mosby Co.	CDVE	13.5						
Essentials of Nursing: A Medical-Surgical Text for Practical Nursing, 3rd Ed.	Keane, Claire B.	1974	WB. Saunders Co.	USM		12.93					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
First Aid Textbook, 4th Ed.	The American National Red Cross for the Instruc. of First Aid Classes	1966	Doubleday & Co., Inc.	USM		12.46					
*Fundamental Skills in Patient Care	Lewis, Luverne W.	1976	J.B. Lippincott	MIMC CDVE	9.9(M) 9.6(C)		11-12	11.5	11.2	9-10 11-12 13-15	12.5 62.5 25
Fundamentals of Clinical Chemistry	Tietz, Norbert W., Ed.	1970	W.B. Saunders	USM		14.90					
Fundamentals of Respiratory Therapy	Egan, Donald F.	1973	CV Mosby Co.	USM		14.06					
Geriatric Nursing for Practical Nurses, 2nd Ed.	Stevens, Marion K.	1975	WB Saunders	USM		12.73					
Handbook of Expanded Dental Auxiliary Practice	Castano, Alden	1973	JB Lippincott & Co.	CDVE	12.8						
Health for Effective Living: A Basic Health Science Text for College Students, 5th Ed.	Unknown	1970	McGraw-Hill	USM		12.80					
Healthful Living: A Textbook of Personal & Community Health, 9th Ed.	Diehl & Dalrymaple	1973	McGraw-Hill	USM		12.36					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Home Nursing Textbook, 7th Ed.	Nursing Services, Am. Red Cross	1963	Doubleday	USM		13.16					
*The Human Body in Health & Disease	Memmler & Wood Roda (C)	1977 1970 (C)	JB Lippincott Co.	MIMC CDVE	13.4(M) 13.4(C)		13-15	11.1	11-12	9-10 11-12 13-15 >16	12.5 12.5 25 50
Introduction to Growth Development and Family Life	Babock	1972	F.A. Davis Co.	CDVE	8.0						
Introduction to Health Care	Birchanall & Streight	1978	Lippincott	CDVE	13.0						
Introduction to Respiratory Therapy, 2nd Ed.	Grenard, Beck, & Rich	1971	Glenn Educ. Med. Services, Inc.	USM		13.13					
Introductory Clinical Pharmacology	Scherer, Jeanne C.	1975	Lippincott	MIMC	15.6		16	unknown	Professional	13-15 >16	25 75
Maternal & Child Health Nursing	Ingalls & Salerno	1975	CV. Mosby Co.	MIMC	14.6		13-15	12.7	College	11-12 13-15 >16	12.5 37.5 50
Maternity Nursing: A Textbook for Practical Nurses, 3rd. Ed.	Bleier, Inge J.	1971	WB. Saunders Co.	USM		13.76					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
The Medical Assistant: A Guide to Clinical, Secretarial & Technical Duties	Bredow & Cooper	1970	McGraw-Hill	CDVE USM	11.2(C)	13.16(U)					
Medical Assistants, 2nd Ed.	Foy & Lawton	1971	CV Mosby Co.	USM		13.00					
The Medical Office Assistant Administrative & Clinical	Frederick & Kinn	1974	WB. Saunders Co.	MIMC	12.5		13-15	11.7	12.3	9-10 11-12 13-15 >16	12.5 25 37.5 25
*Medical Office Procedures	Bredow, Miriam	1973	McGraw-Hill	MIMC USM	12.3(M)	13.03 (U)	11-12	10	11-12	9-10 11-12 13-15 >16	25 37.5 25 12.5
Medical Record Management, 6th Ed.	Huffman, Edna K.	1972	Physicians Record Co.	USM		14.00					
Medical Secretarial Procedures, 5th Ed.	Bredow, Miriam	1971	McGraw-Hill	USM		13.10					
Medical Terminology-Programmed Text	Smith & Davis	1976	John Wiley & Sons	MIMC	11.3		11-12	12.7	11.7	11-12 13-15 >16	75 12.5 12.5
Mental Health and Human Behavior 3rd Ed.	Keezer, William S.	1971	Wm. C. Brown Co. Pub.	USM		13.63					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Mental Health and Mental Illness	Johnston, Mabyl K.	1971	Lippincott	CDVE	14.1						
*Modern Bedside Nursing 8th Ed.	Culver	1974 1969 (M)	W.B. Saunders	MIMC USM	11.6(M)	12.90(U)	13-15	10	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
*Modern Dental Assisting	Forres & Ehrlick	1976	WB. Saunders	MIMC CDVE	14.8(M) 14.8(C)		13-15	12.8	College	13-15 >16	37.5 62.5
Nursing Skills for Allied Health Services, Volume I	Wood, Lucile A.,Ed.	un-known	WB. Saunders	USM		11.36					
Nursing Skills for Allied Health Services, Volume 2	Wood, Lucile A.,Ed.	un-known	W.B. Saunders	USM		13.66					
Nursing Skills for Allied Health Services, Volume 3	Wood, Lucile A.,Ed.	un-known	W.B. Saunders	USM		12.56					
Nutrition and Diet Modification for the Nurse	Townsend,Carolynn, E.	1966	Delmar Pub.	CDVE	9.6						
Nutrition & Physical Fitness, 9th Ed.	Bogert, Briggs, & Calloway	1973	W.B. Saunders	USM		12.53					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST.SMPLS Rding Level	%
Nutrition in Preventive Denistry: Science & Practice	Nizel	1972	W.B. Saunders	CDVE	15.5						
Pediatrics for the Practical Nurse	Brigley,Catherine M.	1968	Delmar Pub.	CDVE	11.7						
Pediatrics for the Practical Nurse, 2nd Ed.	Thompson,Eleanor D.	1970	W.B. Saunders	USM		12.83					
*Personal & Vocational Relationships in Practical Nursing 3rd Ed.	Ross, Carmen F.	1975 1969 (U)	Lippincott Co.	CDVE USM	13.8(C)	12.23(U)					
Pharmacology for Practical Nurses, 3rd Ed.	Asperheim, Mary K.	1971	W.B. Saunders	USM		14.20					
Practical Nurse Nutritional Education, 3rd Ed.	Schackelton, Alberta D.	1972	W.B. Saunders	USM		13.13					
Practical Nursing Study Guide & Review	VonGremp & Broadwell	1965	Lippincott Co.	CDVE	8.8						
The Principles & Practice of Blood Grouping	Erskine,Addine G.	1973	CV Mosby	USM		12.26					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Psychiatric Nursing: A Basic Manual 3rd Ed.	Crawford & Buchanan	1970	F.A. Davis Co.	USM		14.30					
Quick Medical Terminology	Smith & Davis	1972	John Wiley & Sons	MIMC	11.8		13-15	unknown	unknown	9-10 11-12 13-15 >16	12.5 25 50 12.5
Simplified Nursing	Hoffam, Litkin, & Thompson	1968	Lippincott	CDVE	10.6						
Standard First Aid & Personal Safety	Am. National Red Cross	1973	Doubleday	MIMC	12.7		11-12	10.6	12	11-12 13-15 >16	37.5 37.5 12.5
Structure & Function of the Body	Anthony & Alyn	1976	CV Mosby Co.	MIMC	12.6		13-15	11	12	9-10 11-12 13-15 >16	12.5 12.5 50 25
Structure & Function of the Human Body	Memmler & Rada	1970	Lippincott	MIMC	11.7		13-15	9.5	10-11	11-12 13-15 >16	37.5 50 12.5
Taber's Cyclopedic Medical Dictionary	Thomas, Clayton L.	1970	F.A. Davis Co.	MIMC	13.6		13-15	12.6	12.7	11-12 13-15 >16	12.5 25 62.5
*Textbook of Basic Nursing, 2nd Ed.	Thompson & Rosdahl	1973	Lippincott	MIMC CDVE USM	12.0(M) 9.4(C)	12.53(U)	11-12	10.3	11-12	7-8 8-9 11-12 13-15 >16	12.5 12.5 25 37.5 12.5

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Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Textbook for Laboratory Assistants	Oppenheim, Irwin A.	1972	CV Mosby Co.	USM		14.50					
Total Patient Care: Foundations & Practice	Johnson, Dorothy F.	1972	CV Mosby Co.	MIMC	13.9		13-15	11	College	11-12 13-15 >16	12.5 37.5 50
Understanding Medical Terminology	Frenay	1971	Catholic Hospital Assn.	MIMC	17.6		16	Unknown	Professional	>16	100
Workbook for the Human Body in Health & Disease	Memmler & Wood	1977	Lippincott	MIMC	13.3		13-15	11.6	College	11-12 13-15 >16	12.5 37.5 5C

XVI. Heating & Plumbing - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Blueprint Reading for Plumbers: Residential & Commerical	D'Arcangelo, et. al.	1973	Delmar Pub.	MIMC	9.5		11-12	8	9.7	9-10 11-12 13-15	25 50 25
How to Design and Install Plumbing	Matthis Jr., Smith, Esles	1960	American Tech. Society	CDVE	13.5						
Plumbing I	Slater, Harry	1974	Delmar Pub.	CDVE	11.1						
Plumbing II	Slater, Harry	1975	Delmar Pub.	CDVE	11.6						
Plumbers & Pipe Fitters Library	McConnell, Charles	1977	Audel	CDVE	11.2						
Plumbers & Pipe Fitters, Library Drainage, Fittings Fixture	Oravetz, Jules,Sr.	1977	Audel	CDVE	11.5						
Plumbers & Pipe Fitters, Library Installation; Heating, Welding	Oravetz, Jules,Sr.	1977	Audel	CDVE	11.4						
Plumbers & Pipe Fitters Library Materials, Tools, Calculations	Oravetz, Jules,Sr.	1977	Audel	CDVE	11.2						

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcasc (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Practical Handbook of Plumbing & Heating	Day, Richard	1969	Fawcett Pub.	CDVE	10.8						
								107			

XVII. Machine Shop - 1

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS					DALE FREQ. DIST. SMPLS	
					Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	Rding Level	%
Advanced Blueprint Reading for Machine Trades, Volume 1	No Author	1962	Delmar Pub.	CDVE	10.7						
Basic Diemaking	Ostergaard, Eugene	1963	McGraw-Hill	CDVE	9.4						
*Blueprint Reading for Machinists-Intermediate	Delmar Pub.	1971	Delmar Pub.	MIMC USM	9.7(M)	13.60(U)	11-12	8	10	9-10 11-12 13-15 >16	12.5 50 25 12.5
Die Design Fundamentals	Paguin, J.R.	1962	Industrial Press Pub.	CDVE	8.9						
Die Design Handbook	Wilson, Frank W.	1965	McGraw-Hill	CDVE	12.1						
How to Run a Lathe, Revised	South Bend Lathe	1966	South Bend Lathe	USM		12.03					
Industrial Hydraulics Manual	Unknown	1970	Sperry Vickers	MIMC	10.6		13-15	10	12	11-12 13-15 >16	12.5 37.5 50
Interpreting Engineering Drawings	Jensen & Hines	1970	Delmar Pub.	CDVE	12.2						

XVII.. Machine Shop - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Jig & Fixture Design, Volume I	Delmar Pub.	un-known	Delmar Pub.	CDVE	9.7						
Machine Shop Mathematics, 2nd Ed.	Axelrod, Aaron	1951	McGraw-Hill	USM		12.00					
*Machine Shop Operations & Set Ups, 3rd Ed.	Lascoe, Nelson, & Porter	1973 1971 (U)	American Tech. Society	MIMC USM	9.1(M)	13.06(U)	11-12	8	10	9-10 11-12 13-15	37.5 37.5 25
Machine Shop Practice Volume I	Moltrecht, Karl H.	1971	Industrial Press Inc.	CDVE	12.0						
Machine Shop Practice Volume II	Moltrecht, Karl H.	1971	Industrial Press Inc.	CDVE	9.7						
Machine Technology	McCarthy & Smith	1968	Unknown	MIMC	11		12-13	9.3	11	9-10 11-12 13-15 >16	25 25 37.5 12.5
Machine Tool Metal-working: Principles & Practice	Feirer & Tatro	un-known	McGraw-Hill	USM		12.40					
*Machine Tool Operation Part II	Burghardt, Axelrod & Anderson	1960	McGraw-Hill	CDVE USM	13.7(C)	11.93(U)					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Machine Trades Blueprint Reading	Ihne & Streeter	1972	American Tech. Society	MIMC CDVE USM	10.8(M) 10.8(C)	12.60(U)	11-12	9.5	10	9-10 11-12 13-15	28.6 28.6 42.8
*Machinery's Handbook, 19th Ed.	Oberg & Jones	1974	Industrial Press	MIMC CDVE	13.8(M) 13.8(C)		13-15	12	College	9-10 13-15 >16	12.5 25 62.5
Machining Fundamentals	Walker, J.R.	1973	Goodheart-Willcox	CDVE	11.0						
Mathematics for Machine Technology	Smith, R.	1974	Delmar Pub.	CDVE	13.7						
Metallurgy Theory and Practice	Allen, Dell K.	1969	American Tech. Society	MIMC	14.4		13-15	12.2	College	11-12 >16	12.5 87.5
Moldmaking and Die Cast for Apprentice Training	Kluz, John	1967	National Tool, Die & Precision Machining Assoc.	MIMC	11.6		13-15	9.8	12.8	11-12 13-15 >16	37.5 25 37.5
Numerical Control Part Programming	Childs, James J.	1973	Unknown	CDVE	unknown						
Practical Problems in Machine Trades Mathematics	No Author	1971	Delmar Pub.	CDVE	10.7						

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Shop Theory, 5th Ed.	Anderson, James & Tatro, Earl	1974	McGraw-Hill	CDVE USM	12.1(C)	12.76(U)					
*Technology of Machine Tools	Krar, Oswald, & St. Amand	1969	McGraw-Hill	MIMC USM	12.9(M)	14.00(U)	13-15	10	College	11-12 13-15 >16	37.5 50 12.5
Tool Design	Donaldson, LeCain, & Goold	1973	McGraw-Hill	MIMC	13		14-15	11.5	College	11-12 13-15 >16	25 25 50

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Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
ABC Shorthand: Stenoscript	Avancena, Manuel C.	un-known	Unknown	USM		12.33					
Accounting Essentials for Career Secretaries	Carson, Carlson, & Burnet	1972	South-Western Pub.	MIMC	14.3		11-12	12.3	College	9-10 11-12 13-15 >16	25 12.5 50 12.5
Accounting Fundamentals, 2nd Ed.	Fritz & Hoffman	un-known	McGraw-Hill	USM		13.76					
Business Communications: Principles & Methods, 4th Ed.	Himstreet & Baty	1973	Wadsworth Pub. Co.	USM		13.70					
Business: Its Nature & Environment An Introduction, 7th Ed.	Glos & Baker	1972	South-Western Pub. Co.	USM		13.56					
Business Mathematics for Colleges, 5th Ed.	Rice, Boyd, & Mayne	un-known	South-Western	USM		12.10					
Charm: The Career Girl's Guide to Business & Personal Success, 2nd Ed.	Whitcomb & Lang	1971	McGraw-Hill	USM		12.23					
Duplicating Machine Processes: Stencil & Fluid	Pasewark, William R.	1971	South-Western	USM		12.93					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Effective Letters: A Program for Self-Instruction, 2nd Ed.	Reid, James M., Jr. & Wendlinger, Robert M.	unknown	McGraw-Hill	USM		11.93					
Filing Systems & Records Management	Kahn, Gilbert et. al.	1971	McGraw-Hill	MIMC	12.4		11-12	10.6	12	9-10 11-12 13-15 >16	12.5 50 12.5 25
Forkner Shorthand	Forkner, Brown, & Forkner, Jr.	1968	Forkner Pub. Co.	MIMC	9.7		9-10	8	8	7-8 9-10 11-12	12.5 50 37.5
General Office Practice, 3rd Ed.	Archer, Brecker, Frakes, & Stewart	1972 1968	McGraw-Hill	USM		13.73					
*General Office Procedures for Colleges	Fulton, Patsy J. et al. (M) Woodward, Pendery & Newhouse (U)	1977 1972 (U)	South-Western	MIMC USM	10.5(M)	11.73(U)	9-10	9	9.6	9-10 11-12	62.5 37.5
Δ The Gregg Reference Manual	Sabin, William A.	1977	McGraw Hill	MIMC	12.9		13-15	11	12	7-8 11-12 13-15 >16	12.5 25 37.5 25
Δ Gregg Shorthand for Colleges: Transcription (Diamond Jubilee Series)	Leslie, Louis A. et. al.	1975	McGraw-Hill	MIMC	11.6		11-12	10.7	11.5	9-10 11-12 13-15	37.5 37.5 25
*Gregg Shorthand for Colleges: Volume I, Diamond Jubliee Series, 2nd Ed.	Leslie, Louis A. et. al.	1973 1965 (U)	McGraw-Hill	MIMC USM	10.3(M)	12.56(U)	11-12	9.2	10	7-8 9-10 11-12 13-15	25 12.5 25 37.5

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Gregg Shorthand for Colleges, Volume 2 Diamond Jubilee Series, 2nd Ed.	Leslie, Louis A. et. al.	1973 1965 (U)	McGraw-Hill	MIMC USM	10.5(M)	13.00(U)	11-12	8.7	10.6	7-8 9-10 11-12 13-15	12.5 37.5 12.5 37.5
Handbook for the Legal Secretary	Leslie, Louis A. & Coffin, Kenneth B.	1958	McGraw-Hill	MIMC	14.0		13-15	11	College	11-12 13-15 >16	12.5 62.5 25
How to Use Business Machines, 3rd Ed.	Fasnacht, Bauernfeind, & Vigen	un-known	McGraw-Hill	USM		12.30					
Legal Secretary's Complete Handbook	Miller, Besse May	1970	Prentice-Hall	MIMC	12.5		13-15	10.1	11-12	7-8 11-12 13-15 >16	12.5 25 50 12.5
The Medical Secretary: Terminology & Transcription	Root & Byers	1967	McGraw-Hill	MIMC	13.4		13-15	12	12	11-12 13-15 >16	12.5 25 62.5
Modern Business English: A Text-Workbook for Colleges, 5th Ed.	Monro & Wittenberg	1972	McGraw-Hill	USM		13.20					
Office Machines: A Collegiate Course	Briggs & Kosy	1973	South-Western	MIMC	14.5		13-15	14	College	9-10 11-12 13-15 >16	14.3 28.6 14.3 42.8
Office Machines Course: Adding & Calculating Machines, 4th Ed.	Cornelia, Paseward, & Agnew	1971	South-Western	USM		13.26					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Practical Business Correspondence for Colleges, 3rd Ed.	Robertson & Walker	1966	South-Western	USM		12.80					
Principles of Cost Accounting, 5th Ed.	Schmiedicke, Robert & Nagy, Charles F.	1973	South-Western	USM		13.40					
Progressive Filing. 8th Ed.	Kahn, Yerian, & Stewart, Jr.	1969	McGraw-Hill	USM		11.93					
Records Management: A Collegiate Course in Filing Systems & Procedures	Johnson & Kallaus	1967	South-Western	USM		13.70					
Reference Manual for Stenographers & Typists	Gavin, Ruth E., & Sabin, William A.	1970	McGraw-Hill	MIMC	13.9		13-15	11.8	12.6	9-10 11-12 13-15 >16	12.5 37.5 37.5 12.5
Secretarial Office Procedures for Colleges	Woodward, Pendery, & Newhouse	1972	South-Western	USM		12.76					
*Secretarial Procedures and Administration, 6th Ed.	Hanna, Popham, & Tilton	1972 (M) 1973	South-Western	MIMC USM	13.5(M)	13.26(U)	11-12	11	College	9-10 11-12 13-15 >16	25 25 37.5 12.5
Shorthand Dictation Studies, 3rd Ed. (Jubilee Edition)	Bowman & Oliverio	1966	South-Western	USM		12.36					

XIX. Sheet Metal - 1

Textbook	Author	Year	Publisher	Source	Flesch (C +/ or M)	MEAN READING LEVELS Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
*Air Conditioning Metal Layout	Kaberlein, Joseph J.	1973 1967 (U)	Bruce Pub. Co.	USM CDVE	7.2(C)	11.83(U)					
Basic Sheet Metal Skills	Johnston & Liebowitz	1977	Litton Educational Pub., Inc.	CDVE	9.7						
Hand Processes: Suggested Unit Course	Delmar Pub.	un-known	Delmar Pub.	USM		12.23					
Machine Processes: Suggested Unit Course	Delmar Pub.	un-known	Delmar Pub.	USM		11.33					
Mathematical Formulas Applied to Sheet Metal Work	Kaberlein, Joseph J.	1966	Bruce Pub.	USM		12.06					
Mathematics for the Sheet Metal Technician, Part I	Zinngrabe, Claude J.	un-known	American Tech. Society	USM		12.83					
Mathematics for the Sheet Metal Technician, Part II	Zinngrabe, Claude J.	un-known	American Tech. Society	USM		11.80					
Measurement and Layout: Suggested Unit Course	Delmar Pub.	un-known	Delmar Pub.	USM		12.26					

XIX. Sheet Metal - 2

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS Rding Level	%
Sheet Metal Blueprint Meeting	Zinngrabe, Claude J.	1971	Delmar Pub.	CDVE	10.5						
Sheet Metal Hand Processes	Zinngrabe & Schumacher	1974	Delmar Pub.	CDVE	10.9						
Measurement Layout: Suggested Unit Course	Delmar Pub.	un-known	Delmar Pub.	USM		12.26					
Sheet Metal Machine Processes	Zinngrabe & Schumacher	1975	Delmar Pub.	CDVE	11.2						
Sheet Metal Technology	Budzik, Richard I.	1971	Howard W. Sams Co.	CDVE	10.0						
Short Cuts for Round Layouts	Kaberlein, Joseph J.	1966	Burce Pub. Co.	USM		12.00					

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Δ *Typing 75: Professional, 3rd Ed. (Expert)	Lloyd, Rowe, & Winger	1971 1970 (M)	McGraw-Hill	MIMC USM	12.8(M)	12.46(U)	11-12	11.3	College	9-10 11-12 13-15 >16	37.5 25 25 12.5
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Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Basic Arc Welding	Griffin, Ivan H. & Roden, Edward M.	1971	Delmar Pub.	MIMC	12.1		13-15	10	11-12	11-12 13-15 >16	37.5 25 37.5
Basic Mathematics Simplified	Olivo, Thomas	1963	Delmar Pub.	USM		12.76					
Basic Oxyacetylene Welding	Griffin, Ivan H. & Roden, Edward M.	1971	Delmar Pub.	MIMC	11.2		13-15	10	11	11-12 13-15 >16	37.5 25 37.5
Δ *Blueprint Reading for Welders	Bennett, A.E. & Siy, Louis J.	1973	Delmar Pub.	MIMC USM	10.6(M)	12.70(U)	13-15	9	12	9-10 11-12 13-15 >16	12.5 25 37.5 25
Δ *Modern Welding	Althouse et. al.	1970	Goodheart-Wilcox	MIMC CDVE USM	11.0(M) 12.5(C)	14.16(U)	13-15	9	11	9-10 11-12 13-15 >16	12.5 25 27.5 25
New Lessons in Arc Welding	No Author	1957	Lincoln Electric Co. (1970)	CDVE	12.2						
The Oxy-Acetylene Handbook	Union Carbide Corp.	1960	Union Carbide Corp.	MIMC	13.9		11-12	12.8	College	11-12 13-15 >16	62.5 25 12.5
Print Reading for Welders	Giachino & Beukema	1970	American Tech. Society	MIMC	12.3		13-15	10	12	13-15 >16	25 75

Textbook	Author	Year	Publisher	Source	MEAN READING LEVELS: Flesch (C +/ or M)	Forcast (U)	Dale-Chall (M)	Fry (M)	Raygor (M)	DALE FREQ. DIST. SMPLS: Rding Level	%
Training in Shielded Metal-Arc Welding I	Hobart School of Welding Technology	unknown	Hobart School of Welding Tech.	USM		13.33					
Welding: Principles & Practices	Sacks, Raymond J.	1976	Chas A. Bennett Co.	MIMC	12.4		13-15	10.6	11-12	11-12 13-15 >16	25 37.5 37.5
*Welding Skills and Practices	Giachino, Weeks, & Brune	1971	American Tech. Society	MIMC CDVE USM	11.4(M) 13.4(C)	12.76(U)	13-15	9.5	College	11-12 13-15	12.5 87.5

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James A. Dunn, Director

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